

(Instructions on Back)

KANSAS BENEFITS CARD REPAYMENT PROCEDURES

Effective with the new EBT system, clients can use their Kansas Benefits Card benefits to repay all or a portion of a food assistance, child care and /or cash overpayment(s).

1. When a client wishes to make a repayment with their Kansas Benefits card benefits he or she will complete and sign the Client's Responsibility portion of the EBT Benefit Repayment Agreement.
2. The worker will complete the EES Worker's Responsibility portion of the EBT Benefit Repayment Agreement. The form allows repayments on two claims. Use additional forms for more claims.
Food Assistance EBT benefits can only be applied to Food Assistance recovery accounts. Cash EBT benefits can only be applied to Cash assistance recovery accounts. Child Care EBT benefits can only be applied to Child Care recovery accounts. *Do not* use Rehabilitation Services (RS) child care benefits (EBT26411) to repay claims.
3. After the first two portions of the form are completed, give to an EBT clerk to enter the pertinent information on the EBT system on the Repayment-Adjustment screen.
4. Email the completed form, repayment screen and appropriate transaction history (NCD, NFD or DCC transaction types) to the Administrative Office EBT unit and retain a copy for the case file.
5. The Administrative Office EBT unit will forward the form and the EBT Repayment report to Central Receivables Unit for the payment to be entered on the KAECSES or KsCares system (DIRE).